

SHAPES

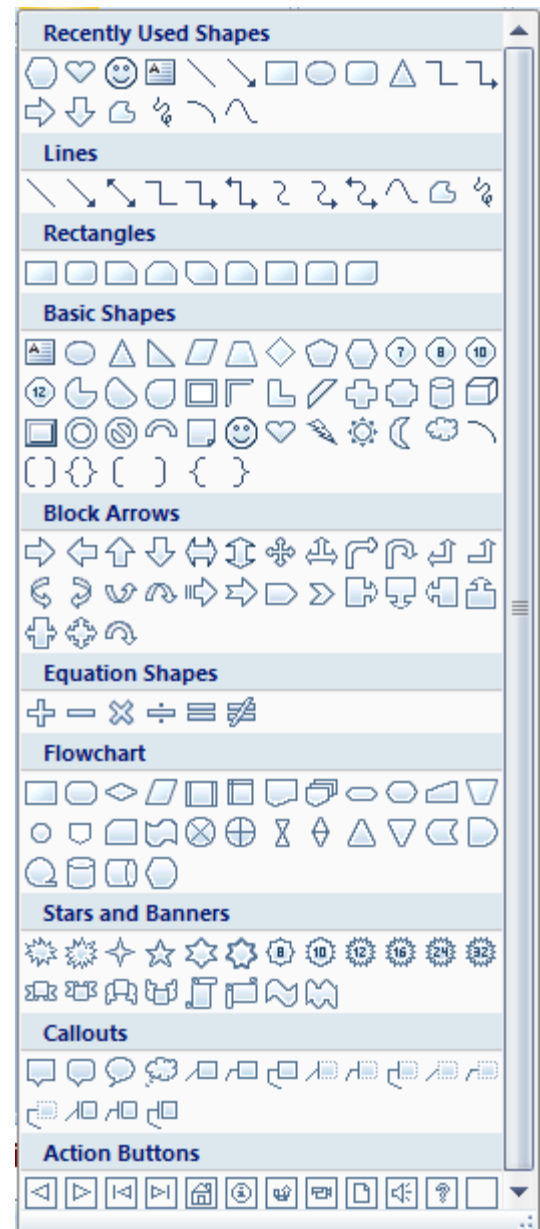
Within the PowerPoint program it is possible to insert different types of shapes such as Action Buttons, rectangles, smiley faces, squares, plus many more. Shapes can be inserted using the Insert Tab or the Home Tab. This document will explain the process of inserting and formatting shapes.

HOME TAB

- ✦ Click the **Home Tab**.
- ✦ In the **Drawing Group**, click the **Shapes** button (see illustration below).

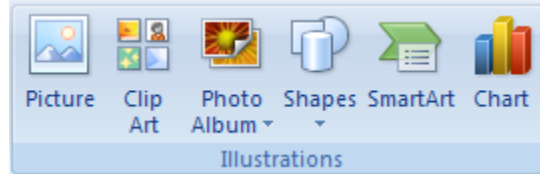


- ✦ A gallery of different shapes will appear (see illustration).
- ✦ Click one of the shapes to select it.
- ✦ The mouse pointer will turn to a plus (+) sign.
- ✦ Drag the mouse to draw the shape and insert it into the slide.
- ✦ More than one shape may be drawn on a slide.
- ✦ When more than one shape appears in the slide, use the **Arrange** button to specify how the shapes should appear on the slide.
 - ⚙ **Order Objects** - This group of commands is used to determine how objects will appear in relation to each other. The options are Bring to Front, Send to Back, Bring Forward, and Send Backward.
 - ⚙ **Group Objects** - To specify how the objects in the slide are to be grouped, select from the options in this list. These options are Group, Ungroup, and Regroup.
 - ⚙ **Position Objects** - Click the options in this group to determine where on the slide the object should be position. The options are Align and Rotate.
- ✦ Select one or more of the objects in the slide.
- ✦ Click the **Quick Styles** button to display a gallery of different styles.
- ✦ Move the mouse pointer over the style to see a **Live Preview** of the style.
- ✦ Click the **Style** to apply it to the object(s).

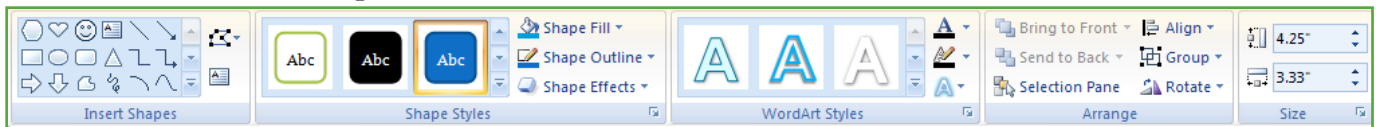


INSERT TAB

- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shapes** button (see illustration at right).



- ✦ A gallery of different shapes will appear (see illustration on previous page).
- ✦ Click one of the shapes to select it.
- ✦ The mouse pointer will change to a plus (+) sign.
- ✦ Drag the mouse to draw the shape in the slide.
- ✦ Use the **Drawing Tools, Format Tab** to format the shape.
- ✦ The groups and buttons for this Ribbon are listed in the table below. A description of each of the buttons is also provided.



Group/Button	Description
Insert Shapes Group	
Shapes Gallery	Click this button to see the gallery of different shapes that can be drawn within a Word document. The arrows on the right side of the gallery box are used to move through the gallery.
Edit Shape	To change the shape of the object, click this button. To change it to a free form shape, or to change the edit points, click this button.
Edit Text	Use this button to add text to a shape or to edit text that has been added to the shape.
Shape Styles Group	
Styles Gallery	This gallery is used to apply different styles to a shape. Click the More button to see a gallery of additional shapes.
Shape Fill	Use this button to fill a shape with a color, gradient, texture, or picture.
Shape Outline	To change the line color and size of the border of the shape, click this button.
Shape Effects	Click this button to apply effects such as Shadows to the shape. A list of different effects will appear in the list that is displayed.
Dialog Box Launcher	This button is located in the lower right corner of the Shape Styles Group. It is used to open the Format Auto Shape dialog box. This dialog box can be used to make additional changes to the format of the shape.
Word Art Styles Group	
Word Art Styles Gallery	Click one of the styles in the gallery to apply it when a WordArt object has been inserted into the document. Click the arrows at the end of the gallery to see additional styles.

Group/Button	Description
Text Fill	This button is used to change the fill colors for the selected shape. A gallery of different colors will display.
Text Outline	To change the border color, styles, and weight, click this button. A gallery of different colors and other formatting options will display.
Text Effects	Click this button to apply effects such as shadows to a shape. A list of different effects will appear.
Dialog Box Launcher	When this button is clicked, the Format Text Objects dialog box will display. This button is located in the lower right corner of the Word Art Group.
Arrange Group	
Bring to Front	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one.
Send to Back	This button is used to send a shape that is on top of another one to the back of the top one.
Selection Pane	Click this button to open the Selection Pane. This pane is used to change the order of the objects on the slide.
Align	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Group	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click the More Rotation Options .
Size Group	
Shape Height	To change the height of the shape, click the spinner arrows for this option.
Shape Width	Click the spinner arrows for this option to change the width of the shape.
Dialog Box Launcher	To open the Format Auto Shape dialog box with the Size tab selected, click this button. It is located in the lower right corner of the Size Group.